SENATORS PRESENT

Name                        | Department       | E-mail                     |
----------------------------|------------------|----------------------------|
Harry Davis, Chair          | Math/Sciences    | harryd@hawaii.edu          |
Carol Beresiwsky            | LLL              | beresiws@hawaii.edu        |
Sheryl Fuchino              | HOST             | fuchino@hawaii.edu         |
Alfredo Cabacungan          | FSHE             | alfredo@hawaii.edu         |
Mavis Hara                  | Holomua          | mavish@hawaii.edu          |
Jodi Ann T. Nakaoka         | Health Science   | jnakaoka@hawaii.edu        |
Monomita Krishna            | Arts & Humanities| monomita@hawaii.edu        |
Joe Overton                 | Social Sciences  | overton@hawaii.edu         |
Michelle Sturges            | LLR/CELTT        | sturges@hawaii.edu         |
Dennis Vanairsdale          | Business Education| vanairsd@hawaii.edu       |
Gemma Williams              | Student Services/MKC | gemmaw@hawaii.edu   |
Cynthia Kimura              | Legal Ed         | ckimura@hawaii.edu         |
Guests:                     |                  |                            |
Susan Jaworowski, Legal     |                  |                            |
Gene Phillips, Staff Council|                  |                            |
Sally Pestaña, UHPA         |                  |                            |
ASKCC - Student Congress - Liana Hofschneider | |

The meeting was called to order at 12:15 in Olona 202

I. Action Items

1. Approval of the May 7, 2007 Minutes meeting with the following corrections:

- Rosie Harrington should be listed as Guest, not Senator
- For Action items C, on the May 7 minutes, the “exclusion rule” pertains to students not using Global & Multicultural courses for Arts & Humanities, e.g. if student took Religion 150 and History 151 to meet the FG requirement, they were not to take another Religion or History course for the Arts & Humanities section. It was not to “prevent students from using certain courses as pre-requisites more than once” as recorded 5/2/007. [submitted by Gemma Williams]
- The SLO Committee Report was accepted by unanimous vote —deleting references to CELTT.
- The SLO Resolution with final wording by Dennis Vanairsdale was accepted unanimously. [attached]
- The following courses received from the Curriculum Committee were passed unanimously with some discussion:
  MKT 120, MKT 130, MKT 150, MKT 160, MKT 230, MKT 250, MKT 260, MKT 293, MGT 118, ENT 125, ENT 130, ENT 150, EBUS 101, EBUS 220, Certificate of Completion Mgt, Certificate of Completion Retail, Certificate of Completion Customer Service, Certificate of Completion Entrepreneurship, EMT 100, EMT 101, Certificate of Completion EMT, MGT 122, MGT 124, AS Marketing, Certificate of Completion MKT.

NURS 164, NURS 168 deletion, NURS 253, NURS 255 deletion, NURS256, NURS 258, NURS.
FSHE AS Culinary Arts, FSHE AS Institutional Food Service, FSHE CA Culinary Arts, FSHE CC Culinary Arts, FSHE CC Dining Room Service, FSHE 102 Introduction to the Culinary Industry/Career Preparation, FSHE 103 Sanitation and Safety, FSHE 110 Fundamentals of Cookery, FSHE 119 Intermediate Cookery, FSHE 120 Menu Merchandising, FSHE 122 Fundamentals of Baking, FSHE 128 Dining Room Service/ Stewarding Procedures, FSHE 131 General Mess Operations/Advanced Food Preparation, FSHE 185 The Science of Human Nutrition, FSHE 209 Garde Manger, FSHE 212 Continental Cuisine, FSHE 216 Asian/Pacific Cuisine, FSHE 231 Food Service Administration, FSHE 241 Hospitality Purchasing and Cost Control, FSHE 281 School Food Service Recordkeeping, FSHE 294 Food Service Practicum.

- The election of officers for the 2007-2008 Academic Year was held with the following result:
  
  Chair – Harry Davis
  Vice Chair – Joe Overton
  Secretary – Carol Beresiwsky
  At Large – Dennis Vanairsdale and Gemma Williams

2. Action Request – Disruptive Student Conduct Policy

The Draft of the new Disruptive Student Conduct Policy and Procedures for Managing Disruptive Student Conduct, Student Responsibilities re Disruptive Behavior documents and accompanying 4/4/07 letter by Chancellor Richards, and 5/10/05 letter by John Morton were distributed and discussed. Senator Susan Jaworowski, who represents Legal Education, indicated that while property threats were addressed, threats by disturbed individuals to teachers or other students made in a calm, non-harassing tone --- or threats of suicide or harm to themselves in the presence of others --- were not covered. Senators agreed by consensus that revision of this part of the policy should be examined more closely, but that it was not the Senate’s responsibility as a group. Other issues were to add a recommendation: 1) to dial 911 in a severe emergency as well as Security to inform police, 2) to give a more specific reference than “see Kapi‘o reference for Night Administrator phone numbers”, 3) Replace list of night administrators and extensions with one number to reach Administrators at night.

The question was raised as to why there were two documents: a Disruptive Student Conduct Policy and a Student Conduct Code and whether they should be combined into one statement.

The motion was made, seconded, and approved unanimously to refer the Disruptive Student Code to the Faculty Senate Standing Committee for Faculty/Student Relations.

3. Action Request – Consistent Course Titles

The need for more consistent Course Titles throughout the system as submitted in Trude Pang’s action request was discussed. Senators sited specific examples of courses at Hilo and Manoa that had similar content but different course titles and numbers. It was pointed out that the Course Outline Proposal Form includes a procedure for articulation and the listing of similar courses across the system. The Action Request was tabled for lack of specific information.
II. Discussion Items

1. Committee Reports
Faculty Senate Vice-Chair, Joe Overton, reported on the organization of committees for the 2007-2008 Academic Year. Discussion ensued which determined the need for an updated list of new committee members and chairs of the Faculty Senate Standing Committees. Joe suggested that Faculty Senate assign specific tasks to the committees and that a more formal procedure be established for liaison and reports back to Faculty Senate. Joe will contact department heads and bring a list of official standing committee members and chairs to the next scheduled meeting at which time Faculty Senate will assign duties and set the procedure for hearing committee reports.

2. Ad Hoc Committee on SLOs & Chancellors SLO Task Force 9/7/07
Chair, Harry Davis distributed the “Progress Report on Student Learning Outcomes” that he submitted to ACCJC/WASC. He reported on the September 7, 2007 joint informational meeting of the two SLO committees: Faculty Senate Ad Hoc Committee and the SLO Task Force appointed by the Chancellor. Progress is positive in the direction of SLO guidelines being specified first at the Administrative and Department level — before being applied to individual courses. SLOs are not currently part of faculty classification, job announcements, or individual courses. [See attached SLO resolution approved at May Faculty Senate Meeting.]

3. Staff Council – Gene Phillips
Staff Council Chair, Gene Phillips, reported on a new College accord with Chancellor Leon Richards that would “support and re-energize the Staff Council.” Via a memorandum dated August 2007 which was distributed to senators, the Chancellor recognizes the quality and effectiveness of the Staff Council work and their support and spirit for the mission of Kapi‘olani and their dedication and commitment to our students.” The Chancellor’s memorandum was sent to Vice Chancellors, Deans, Department Chairs, and AES Unit Heads and is intended to incorporate Staff Council more actively in the mission of the College.

Specific actions will include: 1) an all-campus meeting of staff members each semester; 2) an agenda to be developed before the all-campus meeting (see #1 above) to include a professional development activity calendar for the upcoming semester that shall include: introduction of new staff, and work with the office for Institutional Effectiveness to develop and survey staff members on the types and kinds of professional development activities; 3) guidelines for the use and expenditure of allocated Staff Council budget which shall be comprised of a general fund allocation and funds from the Christmas Breakfast in November activity.

4. Student Congress: Project to link Syllabi to Banner Class Availability – Liana Hofschneider
Liana Hofschneider reported on the Student Congress initiative to have KCC faculty link course syllabi to Banner Course Descriptions currently available through “Course Availability” when students register — so that students may plan their course work-load
more efficiently based on projects, required reading, writing assignments, etc as listed in the syllabi. Research showed the solution to be quite simple for faculty post the course syllabus through the UH Portal. The format must be PDF or HTLM to post. Faculty Tools in Banner includes a “Syllabus” Menu Item to upload the syllabus. Faculty will be encouraged to post syllabi for Spring 2008.

5. Fate of Curriculum Actions from May 7 meeting
Faculty Senate has not received information from the Curriculum Committee or from Acting Assistant Chancellor, Louise Pagotto, regarding the fate of Curriculum Actions taken at the May 7th meeting (see courses listed in Corrections to May 7th minutes above). Due to lack of time, this will be taken up at the next Faculty Senate Meeting.

6. Guidelines for Summer Workload Assignments
A Memorandum from Chancellor Richards post-dated September 21, 2007 and effective October 1, 2007 regarding guidelines for the “assignment of summer duties for 11-month faculty and guidelines for the assignment of summer session classes for 9-month faculty and lecturers was distributed and discussed. Department chairs may be required to teach summer courses, and faculty who are currently limited to “12-hours in summer session” would be prevented from teach 9 credits in one session. Impact of the memorandum should be discussed by Academic Standards, Faculty Rights, and UHPA, since workload is a bargaining issue.

Motion: Chair Davis will determine if the post-dated draft is official and as appropriate refer to FS committees and UHPA.

III. Informational items
Informational items not discussed due to lack of time will be taken up at the next meeting, however, the Space Committee [July 2007] Report was distributed to senators.
[Agenda Items – September 10, 2007]
1. Curriculum Central and Curriculum Revision Committee.
   Curriculum Central is not yet online for KCC faculty.
2. Shared Governance document to be created.
3. Faculty Classification Plan Taskforce – one more meeting Sept. 26th
4. Space Committee report July 2007 — they intend to set a policy.
5. New Scheduling Proposed (MW and WF classes, W classes are 50 minutes as usual, M and F classes are back to back 50 minutes. This uses empty classroom space on F and allows more primetime classes.
6. Counselors need a Governing Body
7. New VPCC Executive Policy on Department Chairs
8. Development of Academic Standards at the Systems Office

Submitted by
Carol Beresiwsky, Secretary